



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: 04-09-071	OPENING DATE: 05-18-09	CLOSING DATE: 06-15-09	OPEN TO ALL APPLICANTS
POSITION: Administrative Assistant JS 303-9	TYPE OF APPOINTMENT: Career Service	SALARY: \$50,408 - \$65,531 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Family Court Social Services	LOCATION: 510 4 th Street, NW	TOUR OF DUTY: Full-time	

PROMOTION POTENTIAL TO JS-10 AFTER TWO YEARS

BRIEF DESCRIPTION OF DUTIES: Incumbent serves as assistant to the Director and is responsible for providing administrative, secretarial and clerical support to the Director. Serves as the first point of contact for the Office of the Director, and shares with the Director the **confidentiality** of all office matters. Responsible for taking, organizing and submitting to the Director all notes and minutes from meetings attended with the Director, and for assisting with the management of the physical plant, fleet vehicles and utilization of parking spaces. Responsible for daily time and attendance of Office staff, and entering data and work schedules into ETAMS. Processes supply orders for the Office through the Pegasys Financial System. Maintains Director's calendar and schedules appointments as well as conferences. Performs all typing, filing and clerical assistance; responsible for establishing, modifying and maintaining files on reports, correspondences and other materials. Organizes workflow in the Office and prepares and issues written instructions and protocols on office procedures. Receives and distributes all incoming mail; maintains a log of correspondence and ensures that timelines for responses are met. Reviews (as directed) outgoing mail for accuracy, format and conformance with policies, as well as correct grammar, punctuation, spelling, uniform abbreviations and symbols, and factual details. Serves (as directed) as liaison between the Division and HR Division on all personnel matters, and prepares requests for personnel action. Assists in updating and preparing budget information as well as Management Action Plans updates for review and approval.

MINIMUM QUALIFICATIONS: A high school diploma or GED and five (5) years of progressive secretarial or clerical experience, including two (2) years in a social service/law enforcement environment. Education past the high school level, e.g. secretarial training or college, may substitute for general experience, on a year-to-year basis. If education is substituted for experience, proof of education must be submitted with application. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Ability to type, proof and prepare memoranda, reports and other documents, using correct formatting and conformance with policies and procedures.
2. Ability to coordinate work to meet deadlines and complete tasks competently and effectively with a minimal amount of supervision.
3. Ability to use a personal computer and Windows-based word-processing and other software to prepare memoranda, spreadsheets, reports and other documents.
4. Ability to maintain confidentiality and security of documents and information.
5. Ability to provide effective customer service by responding professionally and courteously to telephone, written and personal inquiries from Court management and staff, the judiciary, and the public.

SELECTION PROCESS: Candidates who meet the minimum qualifications will be tested on Keyboarding (50 WPM after errors), Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, and number usage), and Records Management (alphabetic and numeric filing). A structured oral interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; Fax to (202) 879-4212;

Email to jobs@dcsc.gov

For a court application, call (202) 879-0496, or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.

